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Be a Sponsor for Day Care Homes in the Child Care Food Program

U.S. Department of Agriculture
Food & Nutrition Service
FNS-205





You can help young children get the meals they need to grow healthy and strong. If you're a public agency or private nonprofit organization, you can help children in your community by sponsoring licensed or approved family or group day care homes in the USDA Child Care Food Program.

The Child Care Food Program helps improve the health and eating habits of preschool and school-age children. Children at participating homes receive meals which supply the nutrients they need to keep them in good health. There they have the opportunity to learn to eat and enjoy a variety of nutritious foods.

A key link in the chain between Federal assistance and local child care providers is the sponsoring organization — the organization that brings it all together for family day care homes and the children they care for.

Sponsoring organizations get Federal funding and technical assistance that can have a lasting effect on the quality of child care in local communities. Day care homes are able to give more meals or higher quality meals to the children they care for. And sponsoring organizations are able to expand their operations to homes that otherwise couldn't benefit from their help.

Sponsoring organizations include churches, community action agencies, family day care organizations, and units of State or local governments — such as social service or human resource agencies.

To Participate

To participate in the Child Care Food Program as a sponsoring organization, you have to be public, or private and nonprofit. Private organizations must have Federal tax-exempt status or have applied to IRS for that status. If you already operate another Federal program that requires nonprofit status, you qualify for the program. You must also have the administrative and financial capability to operate the program.

Benefits

You can get financial benefits and technical help when you participate in the Child Care Food Program. Federal help comes from the U.S. Department of Agriculture's (USDA) Food and Nutrition Service (FNS). In most States, the program is administered by the State Department of Education. Where States don't administer the program, FNS Regional Offices operate it directly.

Administrative money

Sponsoring organizations get funds to help cover costs in administering the Child Care Food Program. The amount of money you get each month depends on the total number of family or group day care homes that operate under your sponsorship.

The amount you are paid is based on the lesser of:

1. Actual costs for administration.
2. An approved administrative budget.
3. A national formula based on the number of homes you sponsor.

Startup money

Some sponsoring organizations can get money to pay for the costs of starting the Child Care Food Program in family or group day care homes. Ask the agency administering the program in your State if you are eligible for startup funds.





Technical assistance

The administering agency can advise you on food service operations in day care homes, managing program funds, recordkeeping, and nutrition education. It can give you advice on technical matters through workshops, visits, newsletters and other publications, and phone calls.

When you have a problem, or a question that needs an answer, the administering agency is there to help you.

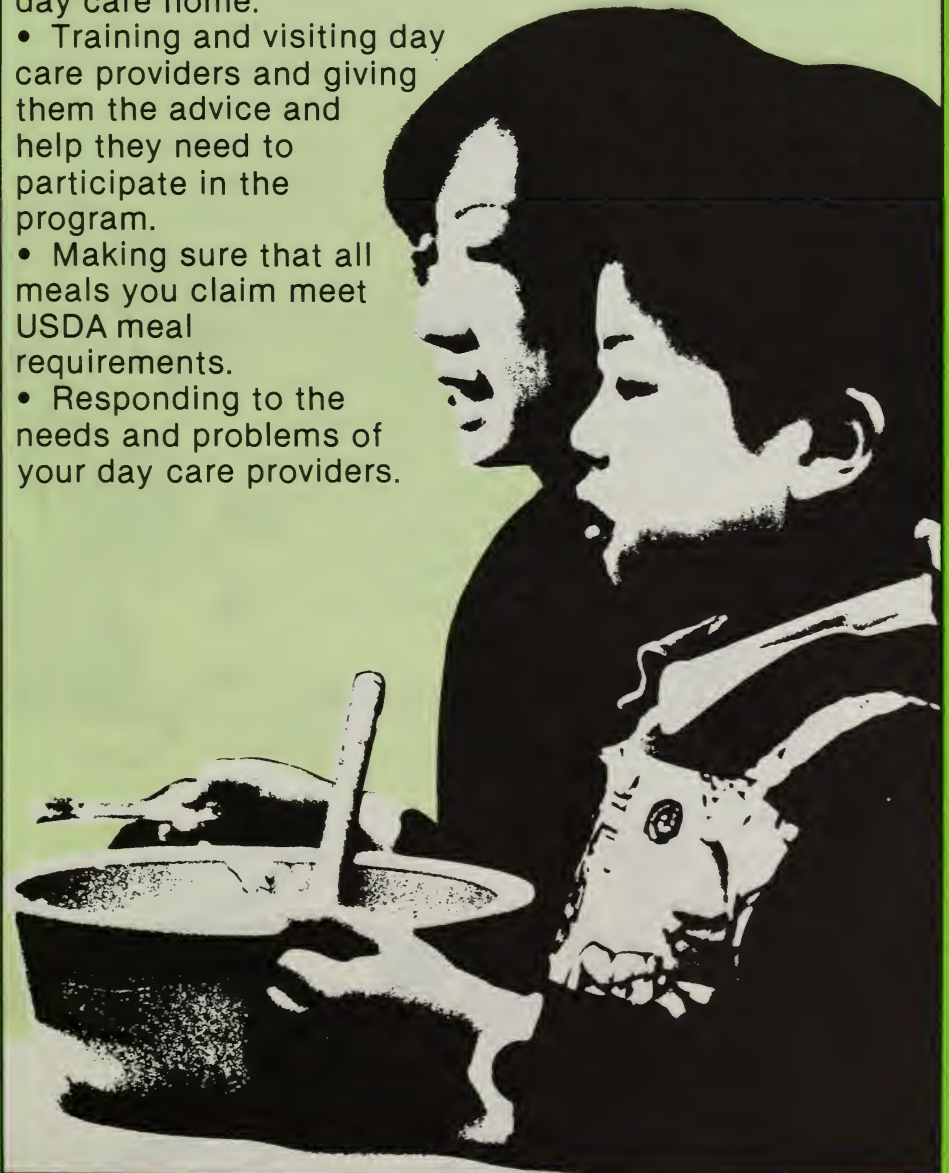
Money for providers

Family and group day care home providers receive payment for each meal they serve to enrolled children in their care. Under the guidance of a sponsoring organization, day care home providers need only keep daily records of the number of children in attendance and the number of meals, by type, served to children.

Your Responsibilities

As a sponsoring organization, you have a number of responsibilities:

- Managing the food service programs in the homes you sponsor.
- Keeping records of your administrative costs.
- Keeping records of enrollment, meals, and payments for each of your homes.
- Filing monthly claims for reimbursement with your administering agency and distributing payments to each day care home.
- Training and visiting day care providers and giving them the advice and help they need to participate in the program.
- Making sure that all meals you claim meet USDA meal requirements.
- Responding to the needs and problems of your day care providers.



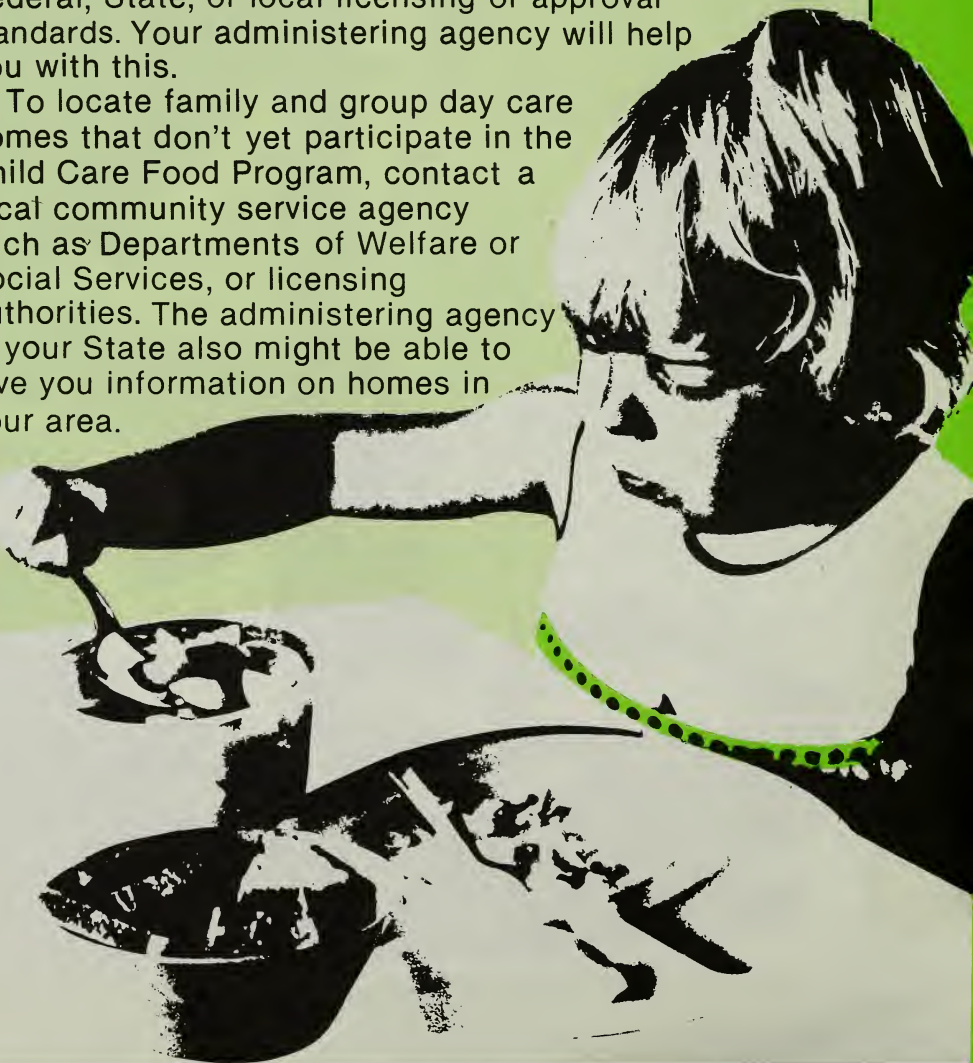
What are Family and Group Day Care Homes?

Definitions in each State vary. But generally a *family day care home* has one staff member who is licensed to care for up to six children, including no more than two of her own.

A *group day care home* generally has no more than 12 children enrolled under the care of two or more staff members.

Day care homes must offer organized, nonresidential day care, mostly to preschool children, in a private home. They must have an approved sponsoring organization and a written agreement with them that is approved by the administering agency. And each home must meet Federal, State, or local licensing or approval standards. Your administering agency will help you with this.

To locate family and group day care homes that don't yet participate in the Child Care Food Program, contact a local community service agency such as Departments of Welfare or Social Services, or licensing authorities. The administering agency in your State also might be able to give you information on homes in your area.



What are Family and Group Day Care Providers Responsibilities?

Providers must:

- Keep a daily attendance record for the enrolled children.
- Keep a daily count of the meals they serve to all enrolled children.
- Keep the menus of the meals they serve each day.
- Send all of these records to the sponsoring organization at least once a month to receive reimbursement for all the meals served to enrolled children.
- Let you know as soon as they have changes in enrollment or licensing or approval status.
- Serve meals that meet USDA requirements.

Meals to Serve

Parents can be assured that their children in the Child Care Food Program get balanced, nutritious meals because day care providers must serve meals that meet certain USDA meal patterns.

Day care homes can serve breakfast, lunch, supper, and two snacks each day. The required meal patterns include:

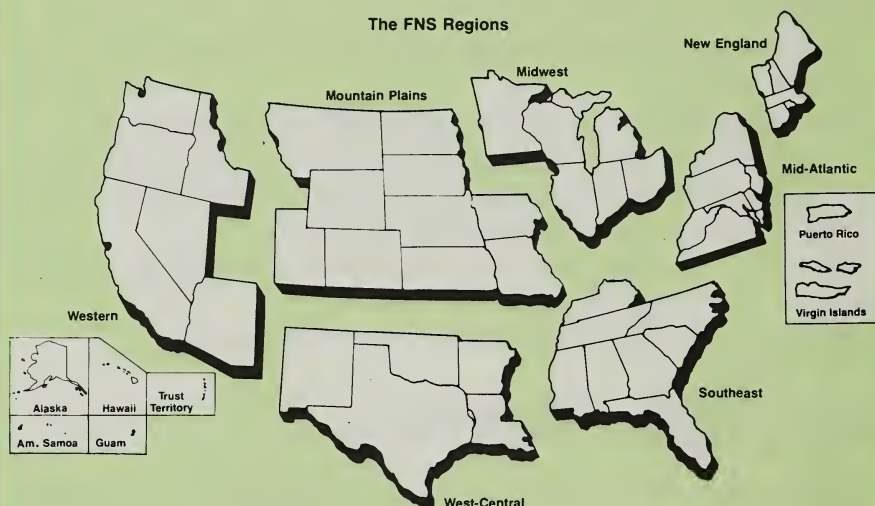
- | | |
|---------------------------|---|
| • Breakfast | Milk
Juice or fruit or vegetable
Bread or bread alternate |
| • Lunch and Supper | Milk
Meat or meat alternate
Vegetables or fruits
Bread or bread alternate |
| • Snacks | Milk
Meat or meat alternate
Fruit or vegetable or juice
Bread or bread alternate |

(Snacks must have any two of the four choices, except that milk and juice can't be served in the same meal.)

There are special meal patterns for infants. The administering agency can provide you with more information.

To Apply

For more information, contact the FNS Regional Office for your State as listed below. The Regional Office can tell you whether the State Educational Agency or their office administers the program.



New England Regional Office
 Food and Nutrition Service
 U.S. Department of Agriculture
 33 North Avenue
 Burlington, Mass. 01803
 Telephone: (617) 272-0861
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Mid-Atlantic Regional Office
 Food and Nutrition Service
 U.S. Department of Agriculture
 One Vahlsing Center
 Robbinsville, N.J. 08691
 Telephone: (609) 259-3041
Delaware, Maryland, New Jersey, New York, Pennsylvania, Washington, D.C., Virginia, West Virginia, Puerto Rico, Virgin Islands

Southeast Regional Office
 Food and Nutrition Service
 U.S. Department of Agriculture
 1100 Spring Street, N.W.
 Atlanta, Ga. 30309
 Telephone: (404) 881-4911
Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

Midwest Regional Office
 Food and Nutrition Service
 U.S. Department of Agriculture
 536 South Clark Street
 Chicago, Ill. 60605
 Telephone: (312) 353-6673
Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

Mountain Plains Regional Office

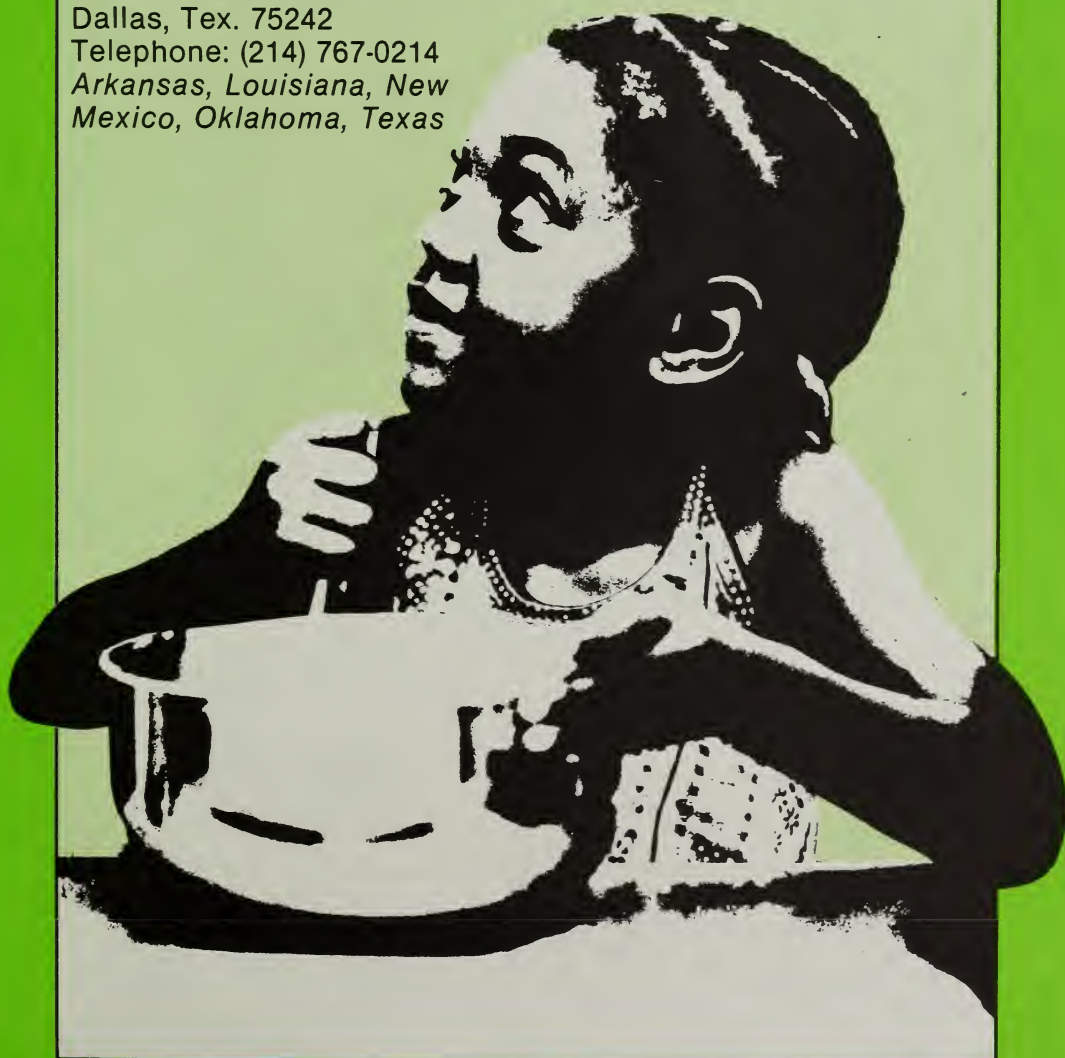
Food and Nutrition Service
U.S. Department of Agriculture
2420 West 26th Avenue
Room 430-D
Denver, Colo. 80211
Telephone: (303) 837-5071
*Colorado, Iowa, Kansas,
Missouri, Montana, Nebraska,
North Dakota, South Dakota,
Utah, Wyoming*

Southwest Regional Office

Food and Nutrition Service
U.S. Department of Agriculture
1100 Commerce Street
Dallas, Tex. 75242
Telephone: (214) 767-0214
*Arkansas, Louisiana, New
Mexico, Oklahoma, Texas*

Western Regional Office

Food and Nutrition Service
U.S. Department of Agriculture
550 Kearny Street
San Francisco, Cal. 94108
Telephone: (415) 556-4256
*Alaska, American Samoa,
Arizona, California, Guam,
Hawaii, Idaho, Nevada,
Oregon, Trust Territory of the
Pacific Islands, Commonwealth
of the Northern Mariana
Islands, Washington*



The Child Care Food Program is
available to children regardless
of race, color, or national origin.

May 1980